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*File
Classified*

5 June 1956

TO: All D/I Branch Chiefs
FROM: Chief, D/I
SUBJECT: Late Projects

1. All branch projects being submitted for review and publication should be in C/D/I in final typed draft at least 30 days before the St/R deadline.

2. When it becomes evident that this 30-day deadline cannot be met, a delay request must be forwarded immediately. Delay memorandums should be addressed to Cb/X, through St/R, through Cn/D/I. The request should include a revised submission date and an explanation for the delay.

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